Department of Accounts

Accounts Receivable
Data Entry User's Guide

January 2004

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Accounts Receivable Data Entry System Overview

Introduction DOA has developed a web-based system that allows agencies to enter their quarterly Accounts Receivable activity into a database. Authorized users may access the **Accounts Receivable Data Entry (AcctsRecv)** system using the internet at https://secure.doa.virginia.gov/receivable.

The **Accounts Receivable Data Entry (AcctsRecv)** system has been designed to be as user-friendly as possible and requires little intervention from outside resources. However, DOA realizes there may be some functions individuals may need assistance with and has developed this Guide to aid agency personnel.

AcctsRecv Features **AcctsRecv** provides Commonwealth of Virginia agency personnel the means to:

- Enter data directly into a database thus eliminating duplicate keying efforts.
- Store electronic versions of the Accounts Receivable Summary reports for future inquiry.
- View Help pages on each page of **Accounts Receivable**.

Accounts Receivable Overview, Continued

Database Security

State-of-the-art security features are provided to maintain confidentiality of report information.

- **Application Security** - requires a Logon ID and password for system access. Individuals will be required to keep this information confidential to provide the utmost security to Commonwealth data.

- **Secure Socket Layer - SSL** - uses a 128-bit encryption routine to protect the data as it travels back and forth over the Internet.

- **Encrypted File System - EFS** - is an operating system feature that protects sensitive data and prevents unauthorized access to the file directory.

Access Requirements

- Browser must be enabled for Java Script.
- Browser must be enabled for Cookies.
- Browser must be enabled for Secure Socket Layer (SSL) Security (128-bit version).
- If connecting to the site from behind a firewall or proxy server, it must allow SSL (port 443) communication.
- *Internet Explorer* browser, version 4.0 or higher.
- Designed to be viewed at a screen resolution of 800 by 600 or greater, with a minimum of 256 colors.
- Connection speed of 56k modem (or higher) is highly recommended.

Web Address   **http://165.176.11.200/receivable**

Accounts Receivable User Security

Security Levels	**Accounts Receivable** has two levels of application security.

> *Systems Administrator* - DOA application specific personnel who establish individual agency Accounts Receivable User security.
> *Individual User* - Agency personnel who utilize the Accounts Receivable system to access, enter and view Accounts Receivable data.

Individual User	An agency is required to identify at least one Accounts Receivable Individual User. The Accounts Receivable Individual User is responsible for adding, deleting, and modifying Accounts Receivable data. Security access for Accounts Receivable Individual User must be requested by completing the Accounts Receivable Security Logon Request form found on DOA's website at http://www.doa.virginia.gov.

The form must be completed by the Individual User and forwarded to the Department of Accounts – Accounts Receivable Unit.

Each agency is responsible for determining who is deemed appropriate to enter Accounts Receivable data into the web-based system. If an agency requires multiple logon id's, a separate Accounts Receivable Security Form must be submitted to DOA for each individual.

Accessing Accounts Receivable

General Logon with a Valid Password

The employee enters his Logon Id and password and clicks on the **Logon** button.

Step	Action
1	Enter Logon ID (last five digits of Social Security Number)
2	Enter the User Password
3	Click on the **Logon** button.
If a correct password is entered, the *Broadcast Messages* page displays.	

Continued on next page

Accessing Accounts Receivable, Continued

Navigation   Navigation buttons located in the left-hand margin of the page link the user to
other **Accounts Receivable** pages or perform requested functions as described
below.

| BUTTON	DESCRIPTION
Log On	Initiates the logon process for **Accounts Receivable** with entry of a valid SSN and password**.**
Forgot Password	Links user to the *Forgot Password* page where user can view their previously stored hint or receive an email to their previously stored email address providing their password.
Contact Us	Allows the user to send an e-mail with suggestions and/or questions to DOA.
Security	Links the user to information on application security and access requirements that support **Accounts Receivable**.

Accessing Accounts Receivable, Continued

Invalid Log On

If an invalid Logon ID is entered, the message "Invalid ID" is displayed.
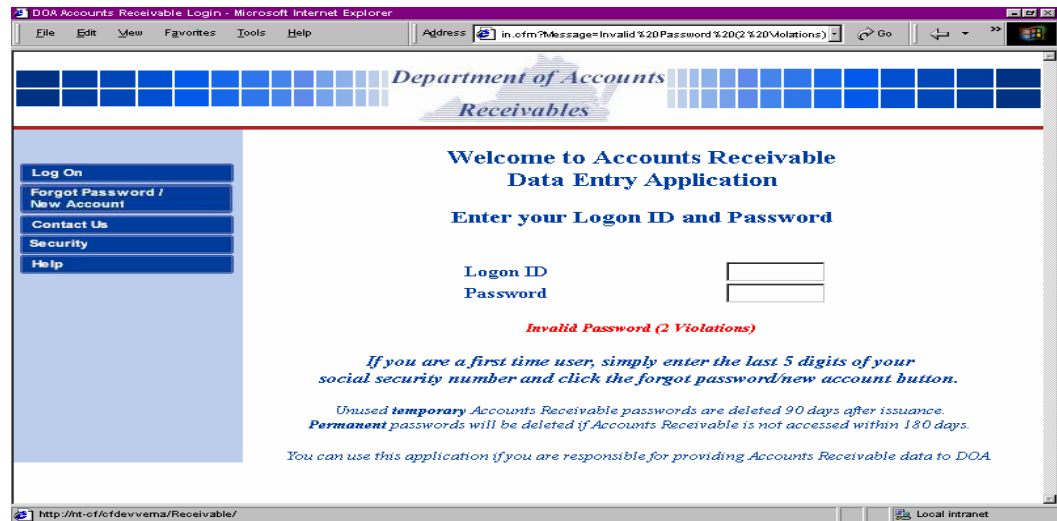
Suspended Account

After 5 (five) failed logon attempts the following message is displayed "ACCOUNT SUSPENDED DUE TO SECURITY VIOLATIONS."

Violations can only be cleared by a DOA Systems Administrator. Send an email to AcctsRecv@doa.virginia.gov to request the violations be cleared. Alternatively, **Accounts Receivable** violations will be cleared each workday evening.
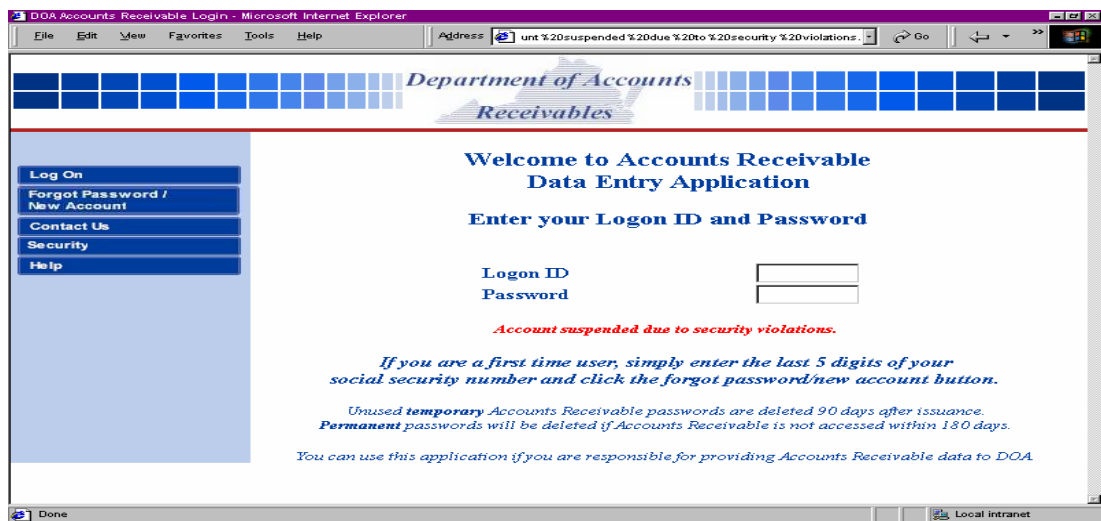
Forgot Password/New Account

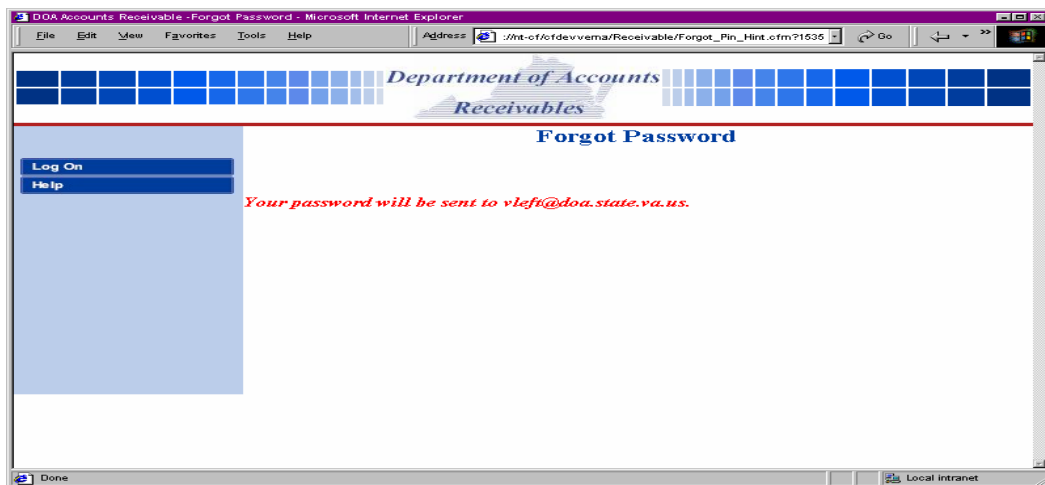|	
Forgot Password/New Account	If any **Accounts Receivable** user has forgotten the assigned password, the employee may click on the **Forgot Password/New Account** button. The employee will go to the *Forgot Password* page.

Forgot Password/New Account, Continued

Forgot Password/New Account (continued)

If a hint was previously stored, it is displayed. Additionally, the employee may enter the email address previously stored in the security record and have the password emailed to that address. The email address entered on this page **MUST** match that which was previously stored. If not, the message "The Email Address you entered (email address) did not match" is displayed..
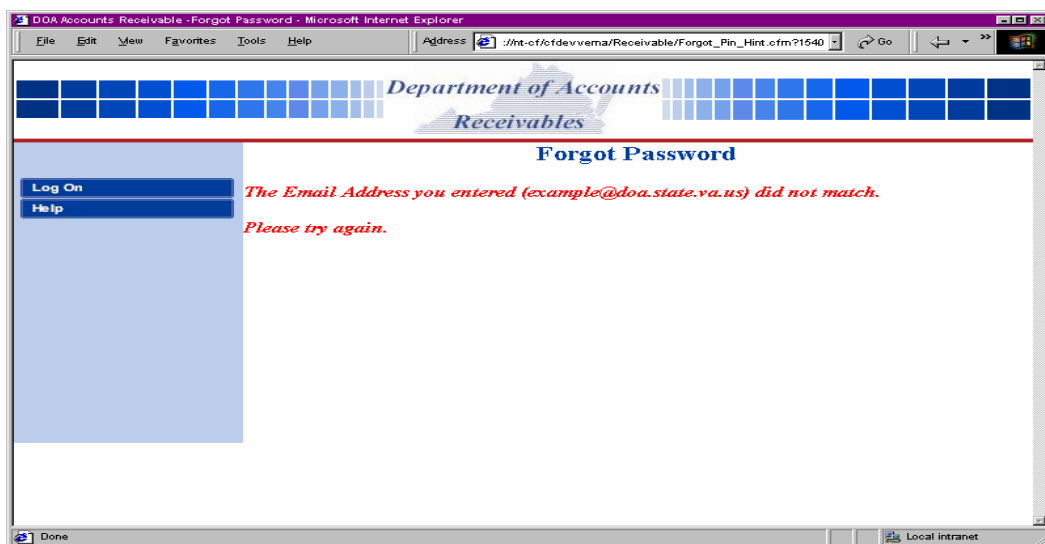
If a matching email address is entered, **Accounts Receivable** provides a confirmation message.

Contact Us

Contact Us   Selecting the Contact Us link will present the opportunity for a user to communicate with DOA. Use this link to ask questions or submit comments about the Accounts Receivable Data Entry System. A DOA employee will respond to your email.

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Broadcast Messages

Broadcast and Special Messages

A successful Login brings the user to the **Broadcast Message** page. This page is used to communicate to the users information from DOA pertaining to the Accounts Receivable Data Entry system. Periodically, a Special Message may be broadcasted to users. When a Special Message occurs, users should click on the Special Message option from the left menu. Users will have the option to save or delete the Special Message.

From Broadcast Messages you have the option to choose **Main Menu**. Clicking on this button will take to the main menu of the application.
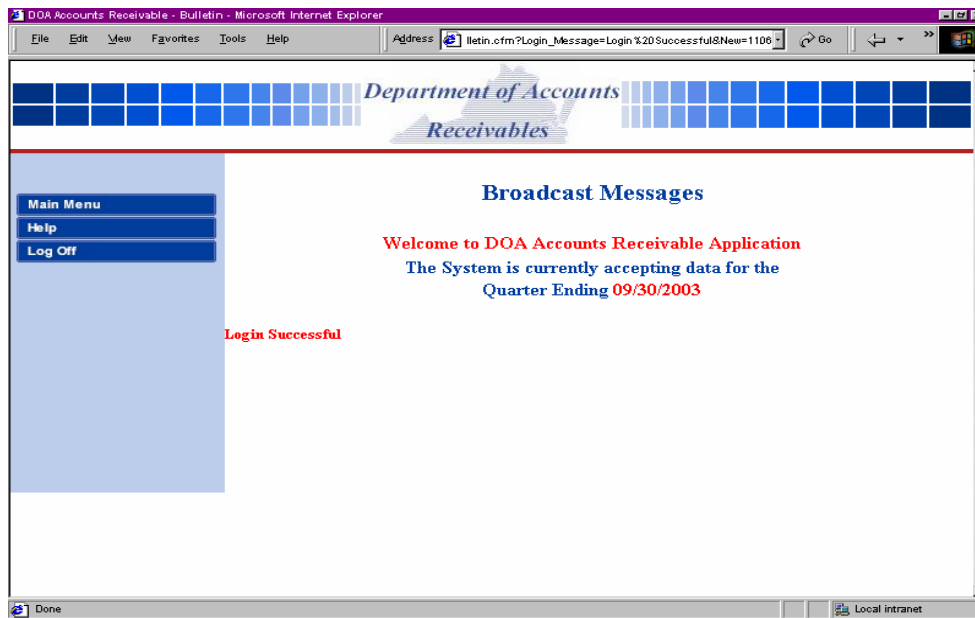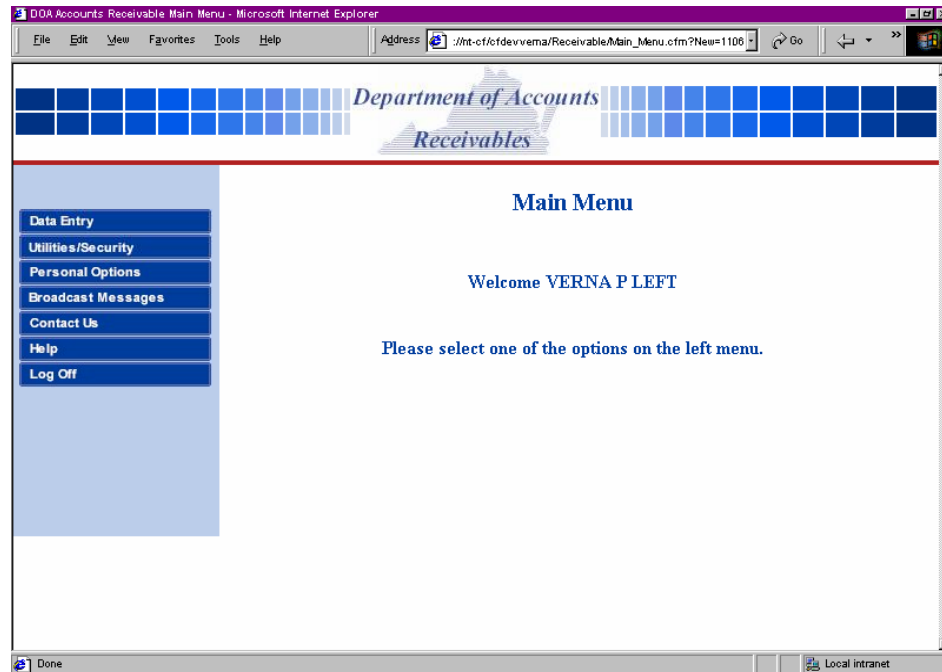

Main Menu

Main Menu Options

From the Main Menu page, select an option from the left-hand menu. Selecting the Data Entry link will take the user to the Form Selection Menu for data entry of Accounts Receivable data. The Utilities/Security option will be displayed only if you are the DOA application's System Administrator.

Data Entry

Form Selection

By selecting the Data Entry option from the Main Menu, the user will be linked to the Form Selection Page. This page has been divided into eight (8) sub-forms. See the following chart for description of each form.

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Data Entry, Continued

Form Selection (continued)

Description of each form is described below.

FORM #	DESCRIPTION
Form 1	Selecting this link will take you to the Quarterly Activity portion of the report. Use this link to enter your current quarterly accounts receivable activity.
Form 2	Selecting this link will take you to the Aging of Total Gross Receivables. Use this link to enter the past due amounts according to number of days past due.
Form 3	Selecting this link will take you to Collection Status of Accounts Over 90 Days Old. Use this link to enter the status of over 90 days past due accounts (Inhouse, Collection Agency or Attorney General Office).
Form 4	Selecting this link will take you to Analysis of UnCollectible Debts. Use this link to enter any recoveries, write-offs or discharges that may have occurred during the quarter.
Form 5	Selecting this link will take you to Detail of Collection Efforts On Past Due Receivables. Use this link to enter any amounts sent to or recovered from the Attorney General's Office, a Private Collection Agency or Tax Debt Setoff Program for past due accounts.
Form 6	Selecting this link will take you to Receivables By Type. Use this link to classify your agency's Receivables. The categories are: Individuals, Private Business, Interagency, Federal Government Related or Other.
Form 7	Selecting this link will take you to Fund/Fund Detail. Use this link to specify the Fund/FundDetail for your agency's Receivables. The funds are broken down into four sub-categories. Select the View Total Gross Receivable link to summarize the Fund/Fund Detail entries.
Form 8	Selecting this link will take you to Explanations/Certification. Use this link to explain any adjustments entered on any of the Forms. This link will also allow you to certify your data and submit it to DOA.

Continued on next page

Data Entry, Continued

Form
Selection
(continued)

Use Form 1 – Quarterly Activity to enter current quarter's data. The Beginning Balances are automatically brought forward from the previous quarter's Ending Balances. Use this form to enter any Adjustments, Billings, Collections or Write Offs for the quarter. Subtotals and Totals are automatically calculated by the system and are presented to the user as read-only fields.

Continued on next page

Data Entry, Continued

Form Selection (continued)

Use Form 2 – Aging of Gross Receivables to enter current quarter's data. The Not Past Due amount is automatically calculated based on the data entered. Use this form to enter past due amount that are 1 day to Over 1 year old. Subtotals and Totals are automatically calculated by the system and are presented to the user as read-only fields.

Data Entry, Continued

Form
Selection
(continued)

Use Form 3 – Collection Status/Over 90 Days Past Due to enter the collection status of accounts that are over 90 days past due. The Total amounts are automatically calculated based on the data entered on Form 2 – Aging of Gross Receivables. Use this form to specify the status of these past due accounts. The categories are: Inhouse, Collection Agency or Attorney General's Office. Subtotals and Totals are automatically calculated by the system and are presented to the user as read-only fields.

Data Entry, Continued

Form
Selection
(continued)

Use Form 4 – Uncollectible Debts Analysis to enter and adjustments, recoveries or write-offs for the quarter. The Beginning Balances are automatically brought forward from the previous quarter's Ending Balances. The Write-off amount reported on Form 1 – Quarterly Activity is also automatically populated (excluding a Federal Student Loan write-off). Subtotals and Totals are automatically calculated by the system and are presented to the user as read-only fields.

Data Entry, Continued

Form
Selection
(continued)

Use Form 5 – Accounts Sent Out For Collection to the Attorney General's Office, Collection Agency or Tax Debt Setoff. The Beginning Balances are automatically brought forward from the previous quarter's Ending Balances. Use this form to enter any adjustments, new receivables sent out, returns or discharges. Subtotals and Totals are automatically calculated by the system and are presented to the user as read-only fields.

Data Entry, Continued

**Form
Selection**
(continued)

Use Form 6 – Receivables By Type to characterize your agency's Receivables. The total must match the total Receivables reported on Form 1 – Quarterly Activity. Percentages, Subtotals and Totals are automatically calculated by the system and are presented to the user as read-only fields.

Data Entry, Continued

Form Selection
(continued)

Form 7 – Fund/Fund Detail has been divided into five (5) sub-links as follows: Fund 0100 – 0300, 0400 – 0600, 0700 – 0900 and 1000 – 20 Local Funds. Select the fund type that corresponds to the link. After all fund entries have been made, select the View Gross Receivable Totals link for a summarize total. If the Fund totals do not match the Gross Receivables Totals entered on Form 1, a message in red will display.

Data Entry, Continued

Form
Selection
(continued)

Use the Form 8 – Explanations/Certification link to enter adjustment explanations and to certify the data. This is the last step to completing the required Accounts Receivable data entry process.

Personal Options Page

**Form
Selection**
(continued)

The *View Personal Options* page allows **Accounts Receivable** users to view
the existing information regarding their:

- Logon ID
- Password (the actual password is not displayed, but an * indicates it
  does exist.)
- Email Address
- Email Address 2
- Hint (to help in remembering current password.)
- Date Password Changed - reflects last date your password was altered.

Navigation buttons located in the left margin of the page link to other
Accounts Receivable pages or perform requested functions as described in
the section below.

Personal Options Page, Continued

Navigation   Navigation buttons located in the left margin of the page link to other
Accounts Receivable pages or perform requested functions as described in
the section below.

Button	Description
Edit	Clicking on this button links the employee to a page where the user may change their password, e-mail address, and/or hint.
Main Menu	Clicking on this button will link the user to the Main Menu page.
Log off	Clicking on this button returns the employee to the Log On page and signs the user out of **Accounts Receivable.**

Edit Personal   The *Edit Personal Options* page provides the **Accounts Receivable user the
Options**   ability to change any one or all of the following:

- Password (the actual password is not displayed, but an * is displayed for each password character.)
- Email Address
- Email Address 2
- Hint (to help in remembering current password.)

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Personal Options Page, Continued

Edit Personal   After entering the new information, press the **Accept** button and the
Options   information will be displayed on the *View Personal Options* page.
(continued)

If the information entered is not correct or if the user is not satisfied with the
changes, press the **Cancel** button and is returned to the *View Personal
Options* page.

Navigation   Navigation buttons located in the left margin of the page link to other
Accounts Receivable pages or perform requested functions as described in
the section below.

Button	Description
Accept	Allows the information entered above to be updated. It is effective immediately.
Cancel	Links the employee back to the *View Personal Options* page. No changes entered on the *Edit Personal Options* page are accepted.
Main Menu	Links the user to the Main Menu.
Log off	Returns the user to the Log On page and signs them out of **Accounts Receivable.**